

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations

Bureau: Workplace Safety and Health

Date Posted: 11/13/2008

Job Category: Healthcare Practitioners & Technical

Position Number: 66204516

Position Title: OCCUPATIONAL SAFETY & HEALTH SPECIALIST

Bargaining Unit: 038

Union: MPEA

Location: BUTTE

Job Status: Full Time Permanent

Salary: \$37,490.00 to \$49,329.00

Salary Unit: Year

Additional Salary Successful applicant's pay will be set using the above salary range

Info: based on qualifications. Location is negotiable

Shift: Daytime

Band: 06

Closing Date: 12/05/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

This position requires extensive travel and a valid Montana driver's license. Incumbent may be based in other locations outside Butte area, such as Great Falls or Helena. Inspections and consultations are performed in areas that may have common industrial hazards such as chemicals, machinery, heat, dust, noise, etc. Requires use of hard hats, safety glasses, safety-toed boots, and other personal protective equipment. May require bending, stooping, climbing, lifting up to thirty pounds, and entry into tight spaces.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for state paid premiums for employee health and basic life insurance coverage; membership in Retirement System with the state matching; and earn paid working days of 15 vacation, 12 sick leave, and 10 holidays per year.

Duties:

This position is responsible for conducting mandatory occupational safety and health inspections of public employers and provides technical assistance to private employers to reduce injury losses, improve operations and working conditions, ensure worker safety, and ensure compliance with workplace safety and health standards. Provides basic and advanced training courses in safety and health to aid in professional development for Montana employers and safety professionals. Provides information concerning occupational health and safety to inform businesses of the laws and regulations protecting workers in the state. Administers Safety and Health Section policies, resources, and services. Work is performed independently without direct supervision.

Competencies:

Requires knowledge of Federal OSHA general industry and construction standards, State administrative codes and rules, consensus standards, and occupational safety and industrial hygiene; emergency action planning, bloodborne pathogens, confined space, lockout/tagout, noise, trenching and excavation, fall protection, indoor air quality, hazardous materials, process safety management, safety management systems and guidelines, personal protective equipment, fire protection, compressed gas, materials handling and storage, power tools and equipment, welding, electrical safety, ergonomics, health and safety monitoring equipment, sampling methods, and their limitations. Must have ability to acquire knowledge in environmental regulations to apply techniques and standards to evaluate equipment, system, and facility safety.

Must have ability to apply cultural and psychological influences on safety and health; design and development of safety and health program management systems; construction techniques; capabilities and limitations of heavy equipment; trenching and shoring techniques; soil analysis; field data collection methods; laboratory sample testing methods; and techniques of schematic analysis and interpretation.

Must have skills and ability to communicate effectively both verbally and in writing; develop and deliver public presentations; team management; and consensus building. Advanced professional analyses with knowledge of statistical, mathematical, and engineering theories and applications is helpful.

Must have competencies in personal effectiveness to display physical and mental stamina, maturity, emotional stability and self-motivation; initiative; analytical; communication; and team work.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core

values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a combination of education and/or experience equivalent to five years. Qualifying education includes fields of study in occupational health and safety, industrial hygiene, chemistry, physics, biological science or related scientific field. Qualifying experience includes safety, occupational safety and health, industrial hygiene or other work related field.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Application materials required are:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Applications will be accepted via email, fax, or postal mail using addresses provided on front page.

**MPEA selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

***If reasonable accommodations are required, please notify Office of Human Resources (406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to one typewritten page per question. Any responses exceeding this limit will not be considered.

1. Describe how you have obtained your knowledge of occupational health and safety. Include college course work, training sessions and work experience. Also describe your personal philosophy of occupational safety and health and how it will make you effective in this position.
2. Describe specific examples of performing workplace safety inspections or health and safety program audits in which you compared workplaces and program to relevant regulations, policies, and consensus standards. Please include how you communicated findings, recommendations and praise.
3. Describe a time in which you communicated health and safety requirements to both workers and management in order to improve compliance and work place safety. Include the issue communicated, the audience, the venue and the results. If formal classroom training was provided, please describe. You may provide more than one example.